

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 6

March 13, 2012

APPROVED BY THE BOARD OF POLICE COMMISSIONERS ON MARCH 13, 2012

**SUBJECT:** POLICY PROHIBITING RETALIATION - REVISED;  
DISCRIMINATION COMPLAINT - CRITERIA - REVISED;  
DISCRIMINATION COMPLAINT - FILING OPTIONS OTHER THAN  
THE POLICE COMMISSION DISCRIMINATION UNIT - RENAMED AND  
REVISED; FILING OF COMPLAINT, AND REVIEW AND RESOLUTION  
OF DISCRIMINATION COMPLAINT INVESTIGATIONS - DELETED;  
AND POLICE COMMISSION DISCRIMINATION UNIT - DEACTIVATED

**PURPOSE:** This Order deactivates the Police Commission  
Discrimination Unit (PCDU), updates various  
Department Manual sections to remove references to the PCDU, and  
revises discrimination complaint reporting/filing options.

**PROCEDURE:** This Order deactivates the PCDU and revises the Manual  
Sections to be consistent with current discrimination  
complaint procedures. Department Manual Sections 1/272, *Policy  
Prohibiting Retaliation*, 3/748.05, *Discrimination Complaint -  
Criteria*, have been revised to delete references to the PCDU and  
update the names of organizational entities.

Department Manual Section 3/748.10, *Discrimination Complaint -  
Filing Options Other than the Police Commission Discrimination  
Unit*, has been renamed *Discrimination Complaint - Reporting/Filing  
Options* and revised to remove the PCDU and update reporting  
avenues. The revised Manual Section 3/748.10 is attached, with  
revisions in italics.

Department Manual Section 3/748.15, *Filing of Complaint*, and  
3/748.20, *Review and Resolution of Discrimination Complaint  
Investigations*, which included procedures associated with PCDU  
investigations, are deleted.

The Organization Information link on the Department Local Area  
Network (LAN) has been revised to require Personnel Group to  
maintain a file of summaries of all completed discrimination  
complaint investigations, as required of the Department's Equal  
Employment Opportunity Coordinator by City guidelines.

**AMENDMENTS:** This Order amends Sections 1/272, 3/748.05, 3/748.10,  
and deletes Sections 3/748.15, 3/748.20 of the Department Manual.  
The Department Organization Information link on the LAN, which  
details Department organization and functions will be updated.

March 13, 2012

**AUDIT RESPONSIBILITY:** The Commanding Officer, Internal Audits and Inspections Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

A handwritten signature in black ink, appearing to be 'C. Beck', written in a cursive style.

CHARLIE BECK  
Chief of Police

Attachment

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**DEPARTMENT MANUAL  
VOLUME 3  
Revised by Special Order No. 6, 2012**

**748.10 DISCRIMINATION COMPLAINT – *REPORTING /FILING OPTIONS***

**Filing Options Within the Department and City.** Department employees are encouraged to resolve discrimination complaints by utilizing this discrimination complaint procedure. However, other filing options available within the Department and City include the:

- Grievance procedure.

**Note:** The Grievance procedure is available for those matters concerning a dispute of the interpretation or application of a Memorandum of Understanding or Departmental rules and regulations governing personnel practices or working conditions.

- Administrative Appeal procedure.

**Note:** The Administrative Appeal procedure is available only to sworn personnel and is the only process for alleging that a transfer or assignment is discriminatory or retaliatory in nature.

- Civil Service Commission.

**Note:** The Department's discrimination complaint procedure is available to all Department employees except those who opted to use another City investigative review procedure for the same matter.

**Filing Options Outside the City.** Filing options outside the City include the:

- California Department of Fair Employment and Housing.
- U.S. Department of Justice, Equal Employment Opportunity Commission (EEOC).

*Any Department member who reasonably believes that he or she has been the subject of discrimination shall report it without delay. Employees may contact any Department supervisor; the Work Environment Liaison Section; Workplace Investigations Section (WIS); Internal Affairs Group; Risk Analysis; Risk Management Division; or the Office of the Inspector General. It is the duty of Department managers, commanding officers and supervisors to monitor the workplace to prevent discrimination from occurring, identify and stop discrimination when it occurs, take allegations of discrimination seriously and encourage employees to come forward without delay to report discrimination.*

*Any non-supervisory Department member who reasonably believes that he or she has knowledge of conduct that is discriminatory in nature shall report the matter without delay. Supervisors and managers have an affirmative duty to report potential discrimination to their commanding officer; the Work Environment Liaison Section; Workplace Investigations Section; Internal Affairs Group; Risk Analysis; Risk Management Division; or the Office of the Inspector General.*

*The Department will fully and fairly investigate any complaints of discrimination and/or take immediate and appropriate corrective action.*